NSSRS Validations

User Guide
Version 1.0 – January 6, 2012

Nebraska Department of Education
301 Centennial Mall South
PO Box 94987
Lincoln, NE 68509-4987
888-285-0556
402-471-3151
nde.helpdesk@nebraska.gov
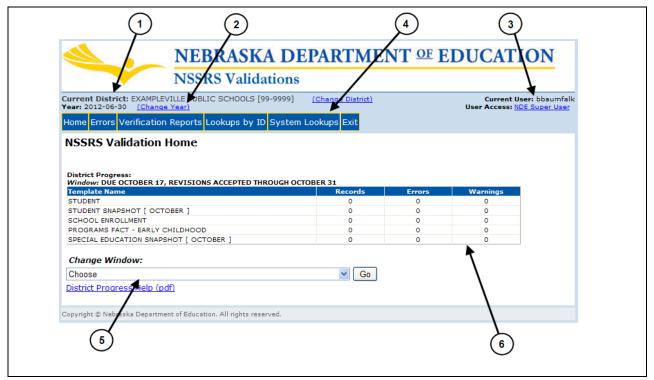
NSSRS Validations

Table of Contents

Accessing NSSRS Validations

The NSSRS Validations website can be accessed through the NDE Portal under the Student and Staff Record System tab. Activation codes are available to access student and staff data, including programs and tools. Contact your district administrator to receive the appropriate activation codes.
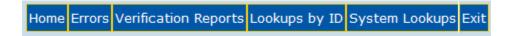
Home Page

1. Displays current district.

2. Displays the current school year being reviewed. Click **Change Year** to review a different school year.

3. Displays user and access level. Click on **User Access link** to review permissions.

4. Menu bar containing links to Home, Errors, Verification Reports, Lookups by ID, System Lookups, and Exit. Hover over a menu item to review further selections.

5. Displays the collection being reviewed. To review a different collection, select one from the pull-down menu and click **Go**.

6. Displays district progress by templates submitted for a specific collection. Displays number of records, errors, and warnings for each template.

Menu Bar

Hover over an item in the menu bar to view additional selections.

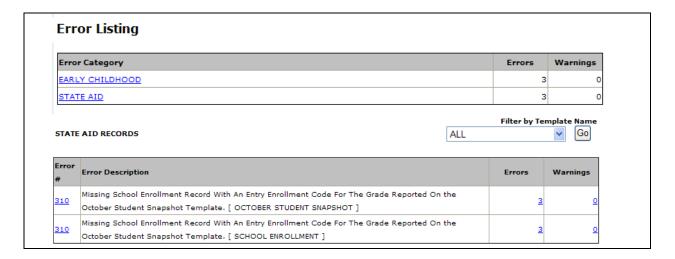Home | Errors | Verification Reports | Lookups by ID | System Lookups | Exit

Home Page
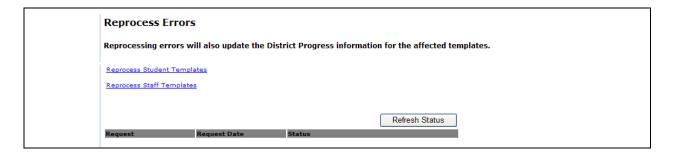
Clicking on this item at any time will return you to the home page.

Errors
- *Review Errors, Reprocess Errors, Error Summary*

Error Listing

Error Category	Errors	Warnings
EARLY CHILDHOOD	3	0
STATE AID	3	0

STATE AID RECORDS   Filter by Template Name   ALL ▾   Go

Error #	Error Description	Errors	Warnings
310	Missing School Enrollment Record With An Entry Enrollment Code For The Grade Reported On the October Student Snapshot Template. [OCTOBER STUDENT SNAPSHOT]	3	0
310	Missing School Enrollment Record With An Entry Enrollment Code For The Grade Reported On the October Student Snapshot Template. [SCHOOL ENROLLMENT]	3	0

Review Errors - Lists the current validation errors for the selected district and school year. Click on the **Category link** to view the errors within the category. Click on the **number link** in the *Errors* column to view the records resulting in the errors.
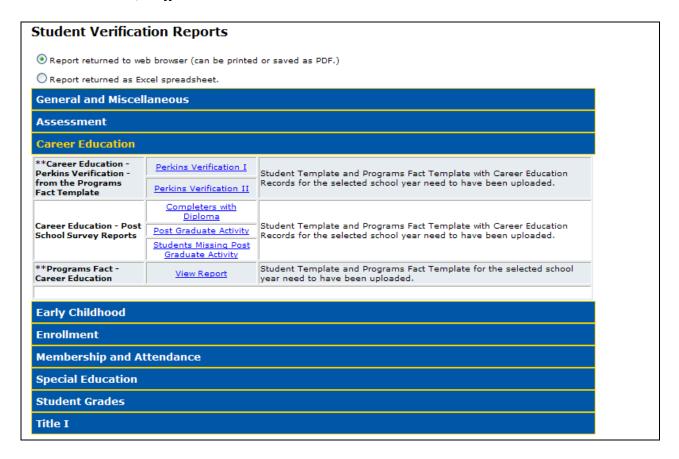
Reprocess Errors

Reprocessing errors will also update the District Progress information for the affected templates.

Reprocess Student Templates
Reprocess Staff Templates

Refresh Status

Request	Request Date	Status

Reprocess Errors - Validation errors are automatically reprocessed on a nightly basis. To manually reprocess errors, click on **Reprocess Student Templates** or Reprocess **Staff Templates**. The process will take a few minutes; click **Refresh Status** to view the current status.

Error Summary – Use the available selections to view active validation errors.
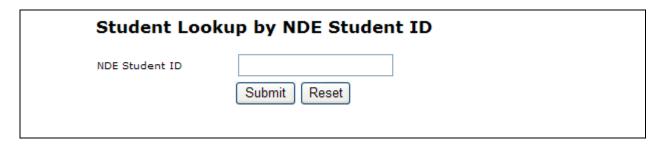
Verification Reports
- *Student, Staff*

Verification Reports – Click on either **staff** or **student** to view the available reports. To expand a category, click on the **name** and then click on the **report** you want to view.

Lookups by ID
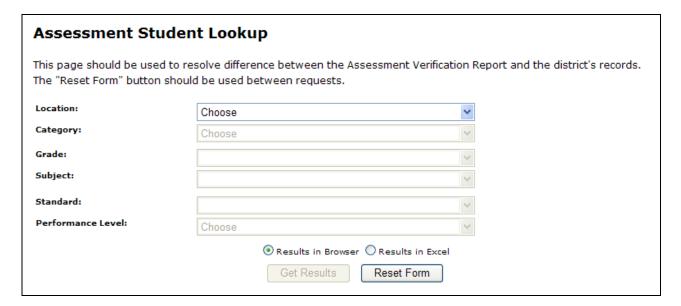- *Enrollment Lookup by ID, Expected Graduation Year, Student Lookup by ID*

Student Lookup by NDE Student ID

NDE Student ID   [_____]

     [Submit] [Reset]

Lookups by ID – These lookups require the 10-digit NDE Student ID. Do not include the hyphens when searching for a student.

System Lookups
- *Assessment Student, Graduation Cohort Analysis Tool, Programs Fact, Special Education Snapshot, Student by Demographics, Student Summary Attendance, AYP Count Verification*

Assessment Student Lookup

This page should be used to resolve difference between the Assessment Verification Report and the district's records. The "Reset Form" button should be used between requests.

Location:	Choose
Category:	Choose
Grade:	
Subject:	
Standard:	
Performance Level:	Choose

     ● Results in Browser   ○ Results in Excel

     [Get Results] [Reset Form]

System Lookups – These tools allow you to create reports based on user defined parameters. Results may be displayed in the browser or in Excel.

Exit
- Use this tab to exit NSSRS Validations.